Webinar Briefing

Theater Business Clearance (TBC) & Joint Contingency Contracting System (JCCS)

1 August 2012

Harvey Von Hollen, CJTSCC TBC Program Manager

Bill Reich, OSD DPAP CCAP

Martina Johnson, DLA JCCS Program Manager

TBC
THEATER BUSINESS CLEARANCE

TBC-JCCS Webinar Presentation

- Agenda
  - TBC Authorities (DPAP memos)
  - TBC Operations
  - TBC Forms and Contracting Officer’s Guides
  - CENTCOM Contracting web page
  - Critical TBC Issues
  - Iraq/Afghanistan/Kuwait/Pakistan Changes/Updates
  - Pending Revisions to TBC Procedures
  - JCCS / TBC System Presentation
  - Questions

TBC Authorities

- Key Director Defense Procurement & Acquisition Policy (DPAP) Memos
  - TBC/CAD Update, 13 OCT 2010
  - TBC/CAD Update, 30 SEP 2011
  - TBC/CAD Update, 16 DEC 2011
  - TBC/CAD Update, 27 JUL 2012
- TBC/CAD Non-Compliance in Afghanistan
  - DPAP Memo of 23 JUL 2012

http://www.acq.osd.mil/dpap/dars/pgi/pgi_htm/PGI225_74.htm

TBC Operations

- TBC webinars scheduled across DoD Agencies/Commands
  - Enhance TBC compliance / Increase TBC awareness & knowledge
- TBC Program Operations
  - TBC operates on a 7-day week
  - TBC policy is response in less than 4 days
  - 91% of TBC requests are returned within 2 days
    - 56% in 1 day
- DPAP/CJTSCC Web Page
  - http://www.acq.osd.mil/dpap/pacc/cc/areas_of_responsibility.html

TBC Request & Tracker Form

- Replaced by JCCS effective 27 July 2012
- TBC Request form (Limited use during transition)
  - TBC # posted on top right corner
  - “RED” blocks require completion
  - Applicable, mandatory clauses need to be identified
  - Ensure you complete the embedded spreadsheet
- JCCS Automated Process
  - Maintains two-phase process (Pre-Solicitation and Pre-Award)
  - TBC Number is system-generated at Pre-Award Approval
  - Embedded spreadsheet data fields now in the JCCS system

TBC Guides

- Contracting Officers' Guides
  - Guides will remain & posted on our web page
  - 4 Guides (August 2012)
    - Iraq
    - Afghanistan
    - Kuwait
    - Pakistan
  - Summary of Changes (page S1) identifies changes
  - Instructions for TBC form completion until phase out
  - Mandatory provisions and clauses
    - Easy Copy & Paste for insertion into your contract documents
      - Do NOT insert clause prescriptions into your contracts
- All Guides are being revised to reflect JCCS TBC submission process

TBC Web Site

- CENTCOM Contracting Web Page
  - Contracting Officers' Guides & forms are posted

http://www.acq.osd.mil/dpap/pacc/cc/areas_of_responsibility.html

  - Changes/updates will be noted in the Guides (Summary of Changes)
  - TBC Q & A document posted on our web page
  - JCCS FAQs will be posted as it is developed
  - Continuous monitoring of web page will ensure you keep up-to-date on latest guidance

Critical TBC Issues

- New TBC email address: Army.c-cubed.tbc@mail.mil
- New JCCS/TBC submission process
  - Effective 27 July 2012
    - Past TBC Request method by exception only
- Pre-coordination still critical to Life Support
- KOs by-passing TBC process and obtaining Letter of Authorizations (LOA)
- Continuous monitoring & update of awarded contracts is required during contract Period of Performance (PoP)

TBC Updates

- Iraq
  - Latest revisions (some pending) of Mandatory Clauses
    - DFARS 252.232-7003, Electronic Submission of Payment Request and Receiving Reports
    - 952.225-0010 Fitness for Duty & Medical/Dental Care
    - 952.225-0011 Gov Furnished Contractor Support

TBC Updates

- Afghanistan
  - Latest revisions (some pending) of Mandatory Clauses
    - DFARS 252.225-7039 Contractors Performing Private Security Functions
    - DFARS 252.232-7003 Electronic Submission of Payment Request and Receiving Reports
    - 952.225-0009 Medical Screening & Vaccination Requirements
    - 952.225-0011 Gov Furnished Contractor Support
    - 952.225-0022 Visibility of Inbound/Outbound Cargo & Contractor Equipment Census
    - 952.232-0002 Notification of Payment in Local Currency
    - 952.232-0004 Payment in Local Currency

K-P TBC Implementation

- Kuwait/Pakistan
  - 1 Nov 2010
  - Each has its own Guide
  - TBC “Criteria”
    - Boots on Ground >30 Days
    - Contracts > $1 M
      - Non-Host Nation Vendors
    - Contracts delivering Material outside DTS
    - Contracts authorizing Contract Personnel to carry weapons (Regardless of duration/$$)

TBC Updates

- Kuwait
  - Edited DFARS 252.225-7995
  - Updated DFARS 252.225-7039
  - Updated DFARS 252.232-7003
- Pakistan
  - Edited DFARS 252.225-7040
  - Updated DFARS 252.225-7039
  - Updated DFARS 252.232-7003

New TBC Procedures

- TBC submissions will be through the Joint Contingency Contracting System (JCCS) (27 July 2012)
  - Requires JCCS account creation
  - JCCS process similar to past submission procedures
    - Send requests to JCCS vs. TBC function
    - Streamlines the process
    - Interfaces JCCS and SPOT systems
    - Enhances electronic storage, reporting, notifications
    - Generates TBC upon Pre-Award Approval
      - No Preliminary TBC Numbers will be generated – only Final TBC Numbers
      - Final TBC Numbers must be manually input into SPOT
- SPOT to control future LOA issuance (Date – TBD)

TBC Summary

- TBC Request submission will need to go through JCCS
  - Limited exceptions
- Changes to TBC requirements are frequent
  - Numerous clauses are currently under revision
  - Requires continuous monitoring of CJTSCC web site
- Contracts must be modified with new/updated clauses during Period of Performance (PoP)
- JCCS / SPOT interface process is still being refined
- Control of LOAs is coming – ensure you obtain TBC approval before requesting LOA

TBC Program

- Questions?
- Following the webinar and anytime, you can send an email to:

contingencycontracting@osd.mil

with subject line: “TBC Update Webinar”

or contact:

- Harvey Von Hollen, CJTSCC TBC PM, 210-221-1190

or

- Bill Reich, OSD DPAP CCAP, 571-256-7009

JCCS-TBC Training

Contracting Officer (KO) Functions

Presented by Martina Johnson, DLA JCCS Program Manager

TBC
THEATER BUSINESS CLEARANCE

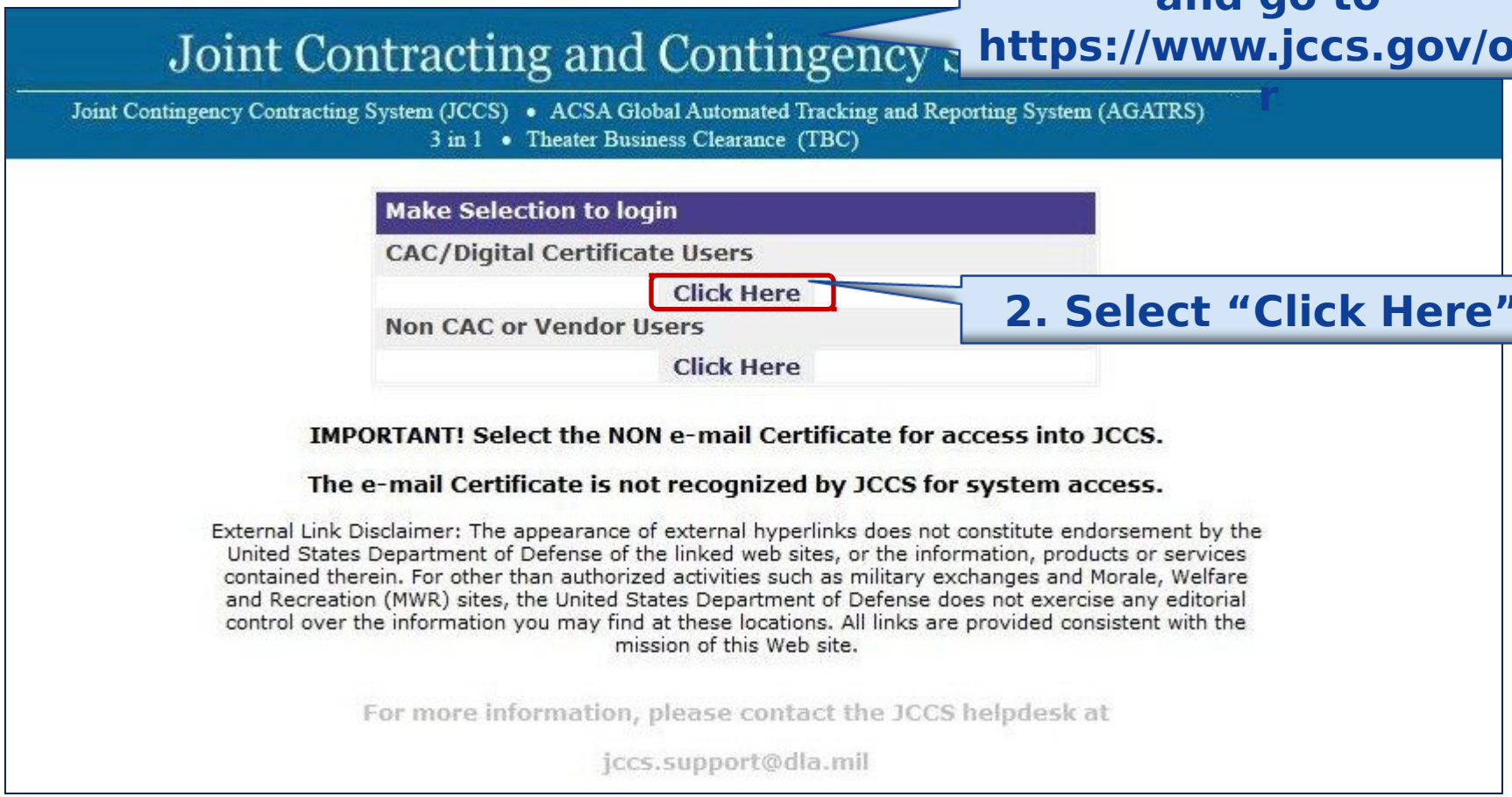
JCCS / TBC Interface

- The following slides:
  - Display Login screen
  - Identify Contracting Officer Functions
  - Identify Program POC and Technical Support
  - Questions

- Detailed information in JCCS slides
  - Additional JCCS training available on request

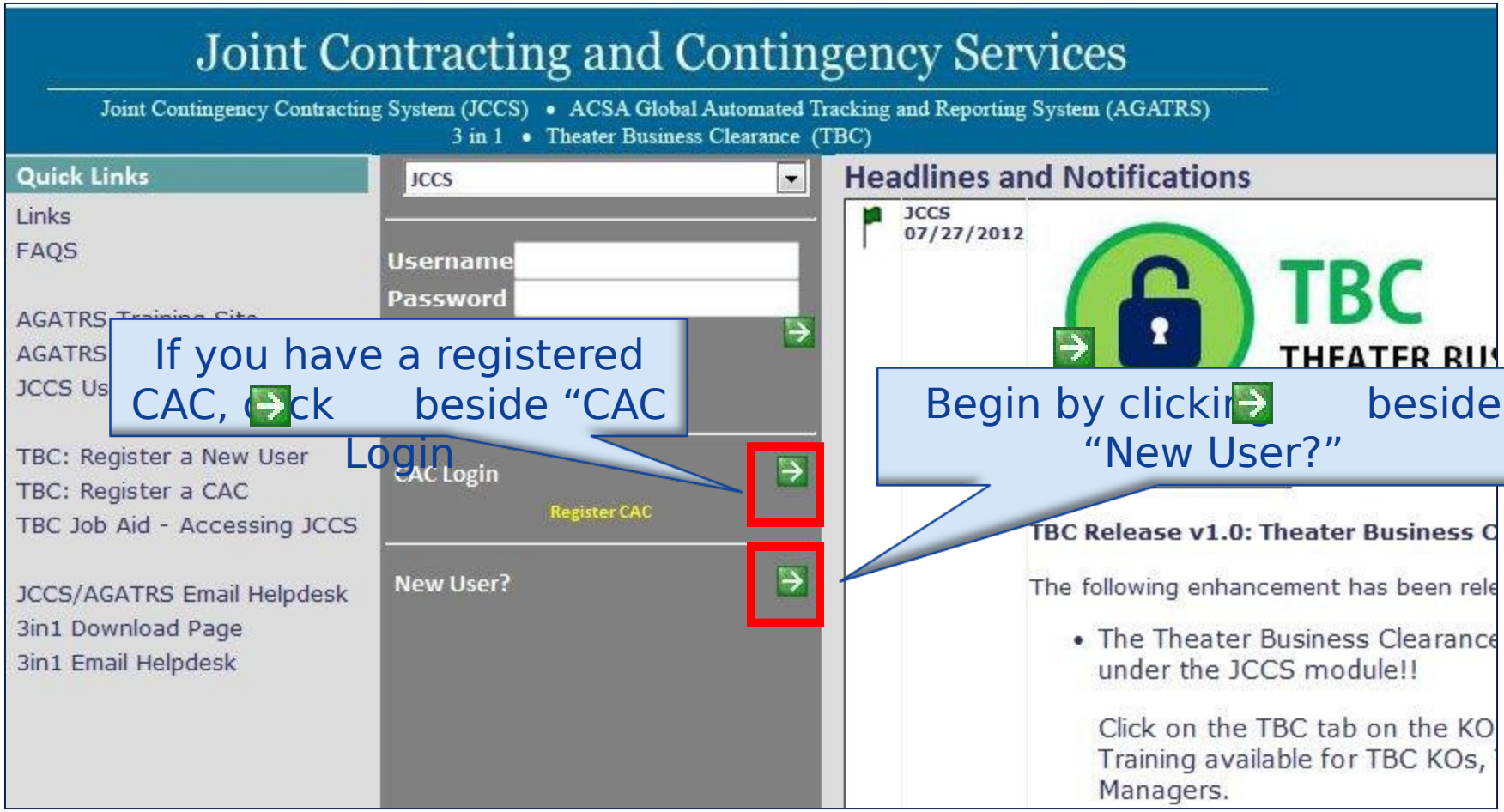
TBC Integrates with JCCS

1. Open a web browser and go to https://www.jccs.gov/olv

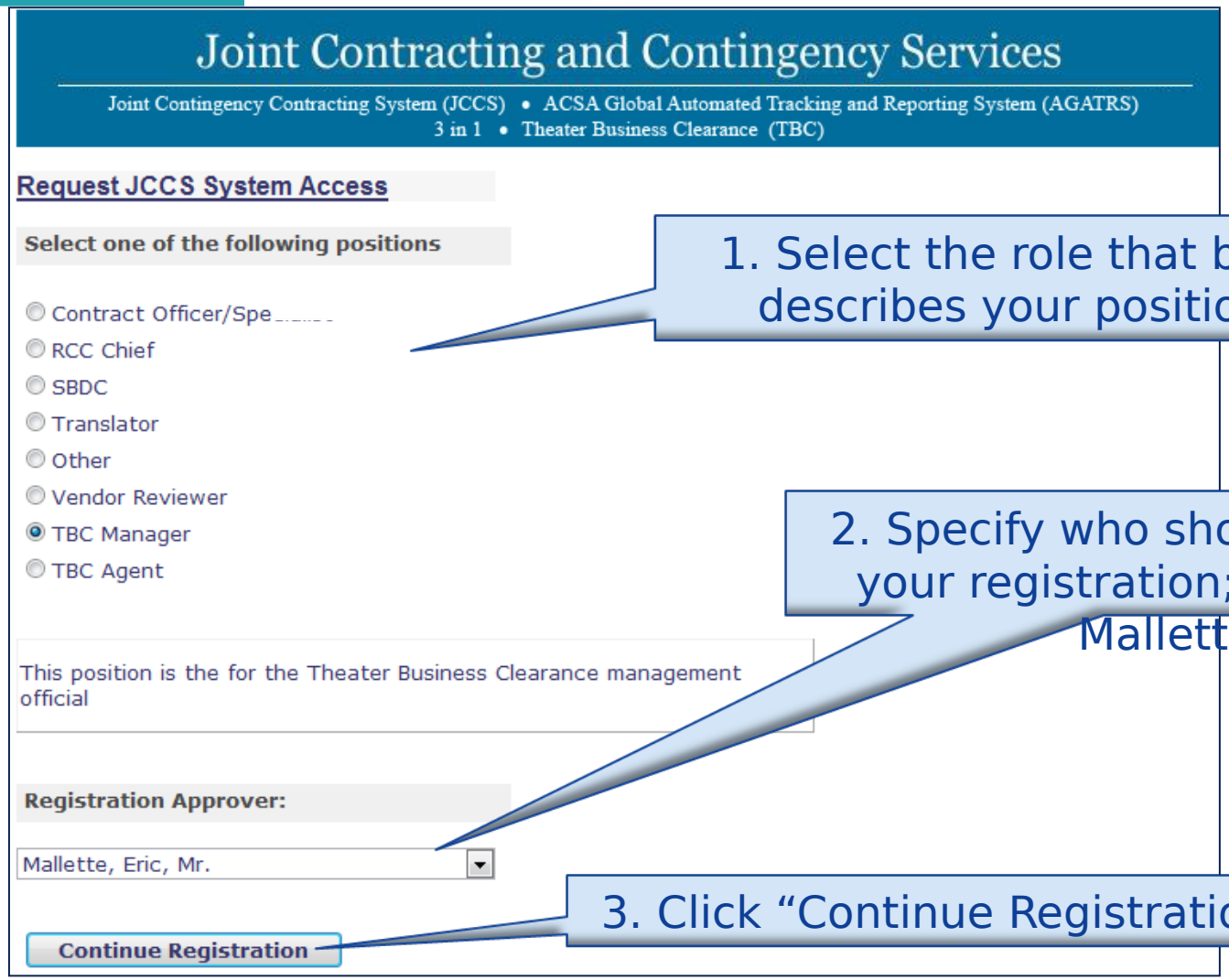

Joint Contracting and Contingency
Joint Contingency Contracting System (JCCS) • ACSA Global Automated Tracking and Reporting System (AGATRS)
3 in 1 • Theater Business Clearance (TBC)
Make Selection to login
CAC/Digital Certificate Users
Click Here
Non CAC or Vendor Users
Click Here
IMPORTANT! Select the NON e-mail Certificate for access into JCCS.
The e-mail Certificate is not recognized by JCCS for system access.
External Link Disclaimer: The appearance of external hyperlinks does not constitute endorsement by the United States Department of Defense of the linked web sites, or the information, products or services contained therein. For other than authorized activities such as military exchanges and Morale, Welfare and Recreation (MWR) sites, the United States Department of Defense does not exercise any editorial control over the information you may find at these locations. All links are provided consistent with the mission of this Web site.
For more information, please contact the JCCS helpdesk at
jccs.support@dla.mil

2. Select "Click Here"

New User Registration



Select Your Role and Approver


Joint Contracting and Contingency Services
Joint Contingency Contracting System (JCCS) • ACSA Global Automated Tracking and Reporting System (AGATRS)
3 in 1 • Theater Business Clearance (TBC)
Request JCCS System Access
Select one of the following positions
Contract Officer/Spe
RCC Chief
SBDC
Translator
Other
Vendor Reviewer
TBC Manager
TBC Agent
This position is the for the Theater Business Clearance management official
Registration Approver:
Mallette, Eric, Mr.
Continue Registration

1. Select the role that best describes your position

2. Specify who should approve your registration; select Eric Mallette

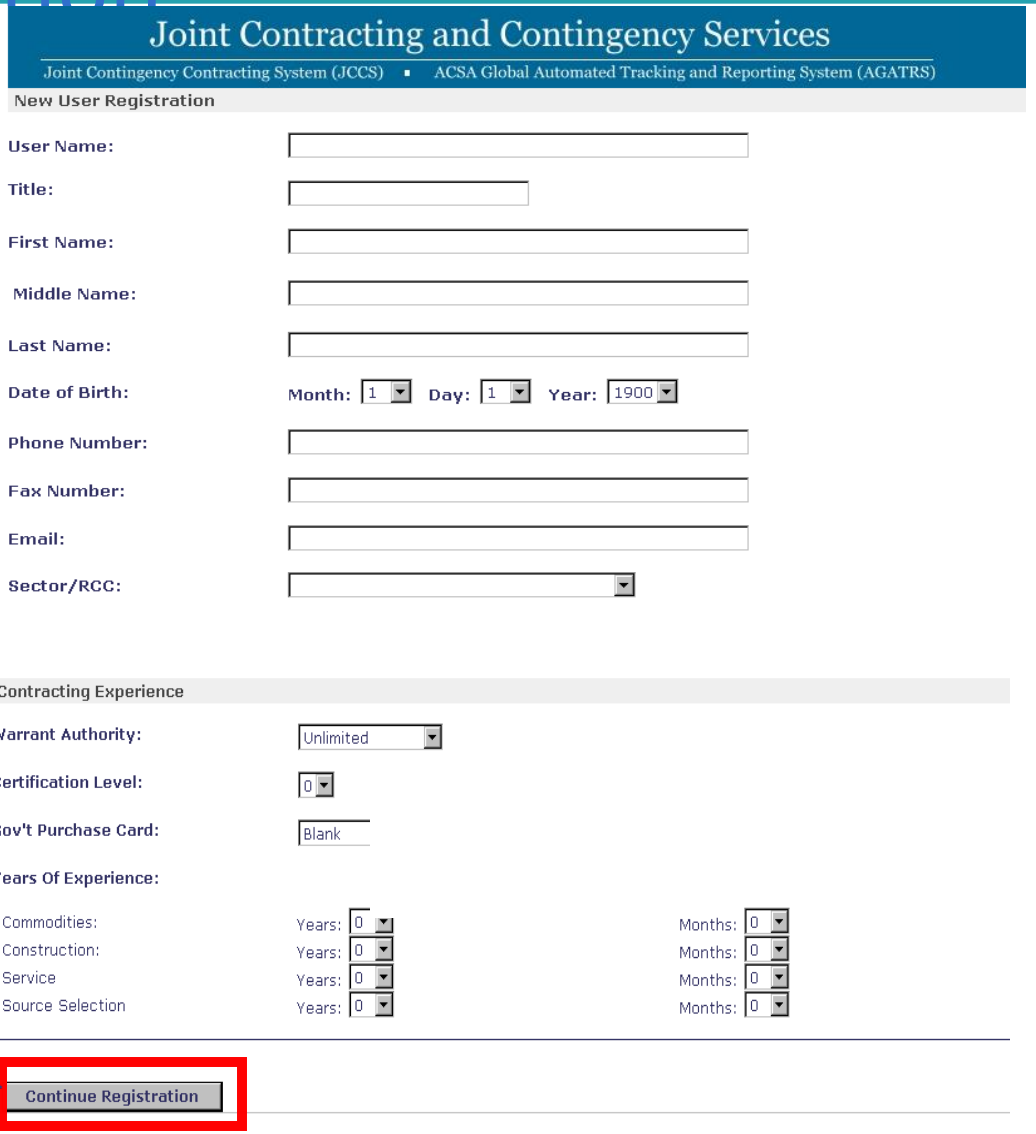
3. Click “Continue Registration”

Provide Your Contact Information

1. Complete all personal information and contact fields

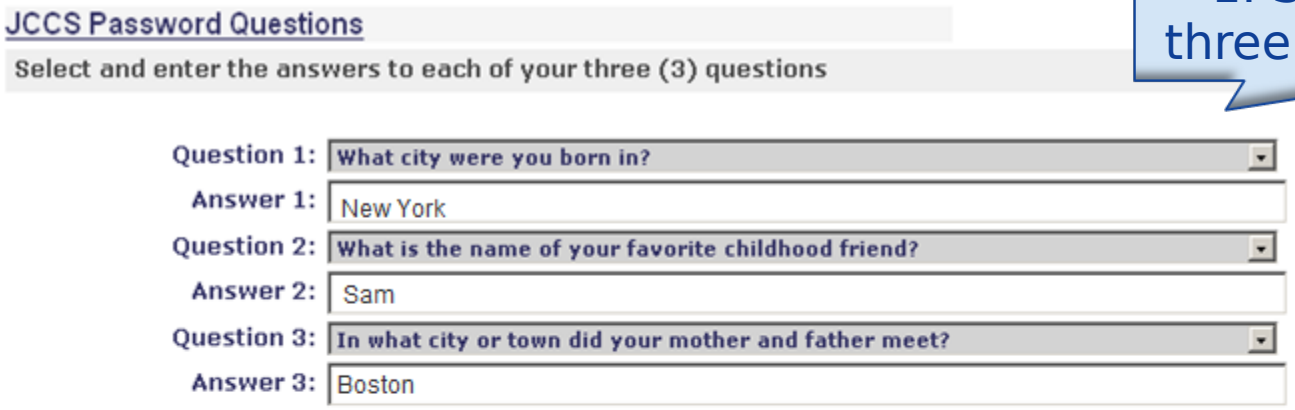
Note: “Contracting Experience” fields display only when Contract Officer/Specialist or RCC Chief role is selected on previous page

2. Click “Continue Registration”



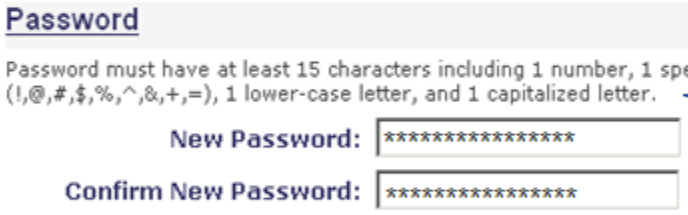
Create Login Password

1. Select and answer three security questions


JCCS Password Questions
Select and enter the answers to each of your three (3) questions
Question 1: What city were you born in?
Answer 1: New York
Question 2: What is the name of your favorite childhood friend?
Answer 2: Sam
Question 3: In what city or town did your mother and father meet?
Answer 3: Boston

2. Create a password and enter it twice

Note the password requirements


Password
Password must have at least 15 characters including 1 number, 1 special character (!,@,#,$,%,^,&,+,=), 1 lower-case letter, and 1 capitalized letter.
New Password: **********
Confirm New Password: **********

3. Click “Submit Account Request”

Registration Submission

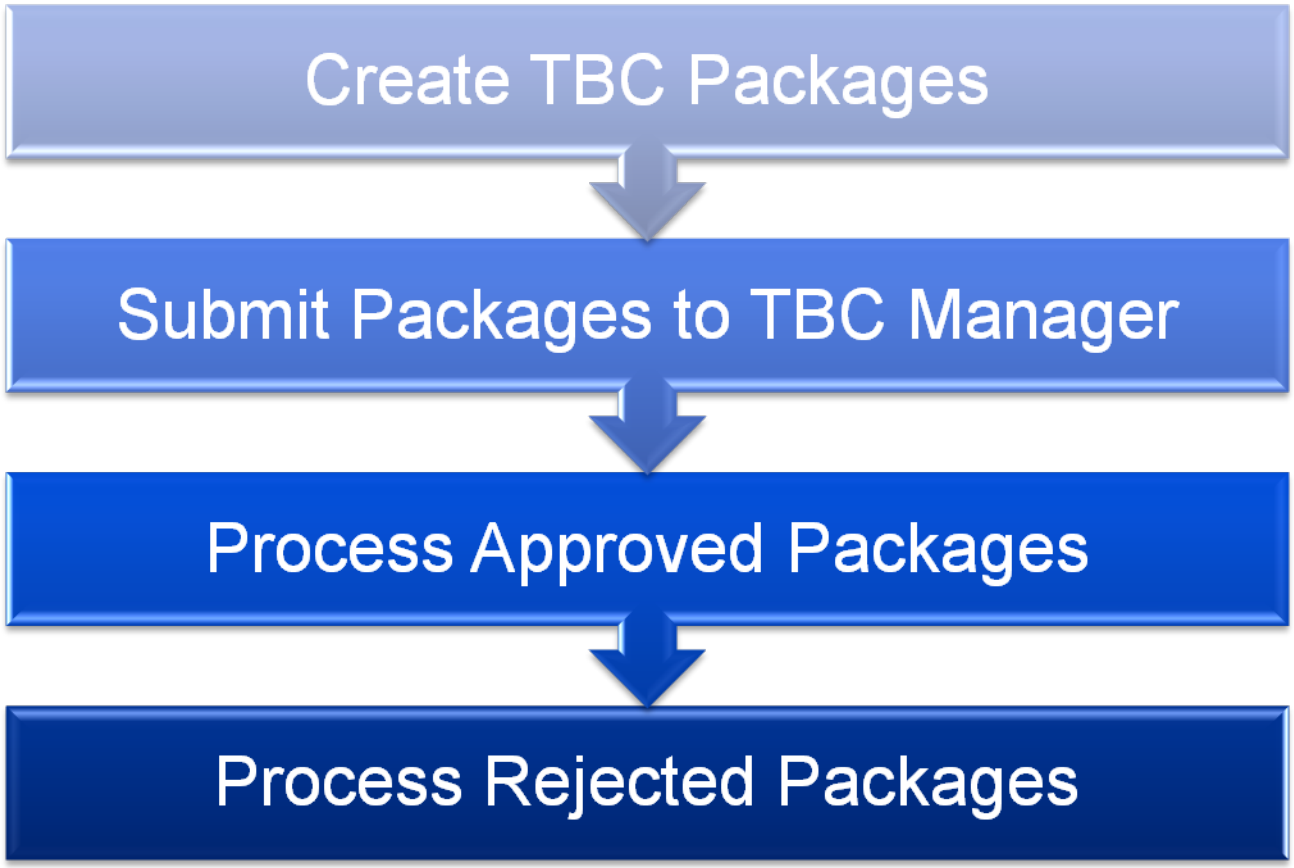
Joint Contracting and Contingency Services
Joint Contingency Contracting System (JCCS) ▪ ACSA Global Automated Tracking and Reporting System (AGATRS)
Thank you for your Registration!
You will be notified by your approving authority of your approval status to access system.
Continue

Click “Continue” to return to the initial login screen

Note: Your selected approving authority will process your registration and notify you when you can log in to JCCS

TIP: After receiving an approved JCCS username and password, register your CAC with JCCS so you can use the CAC login option for JCCS. See the “Registering a CAC” lesson for details.

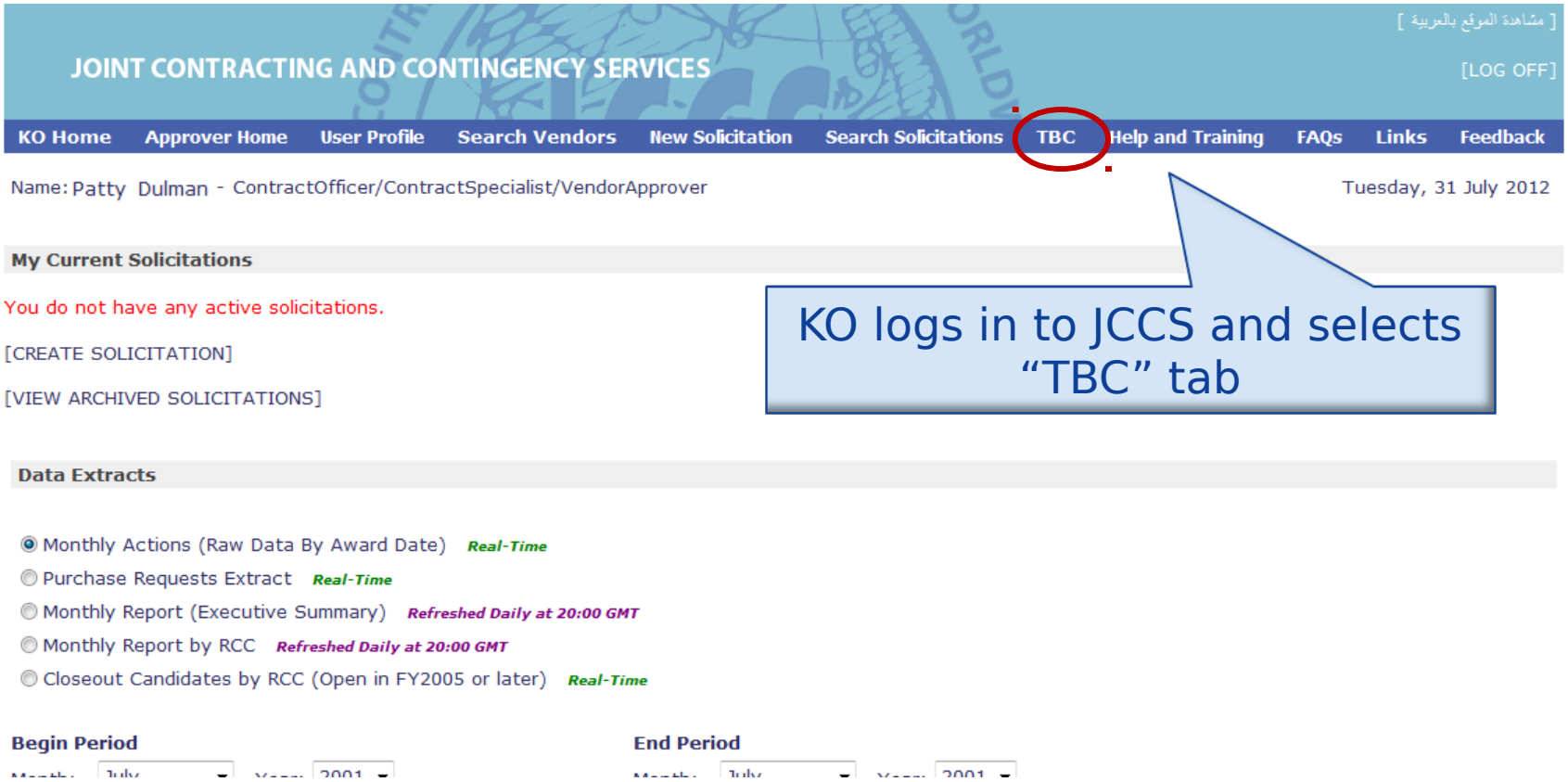
KO TBC Tasks


Create TBC Packages
Submit Packages to TBC Manager
Process Approved Packages
Process Rejected Packages

TBC KO Home Tab

- Contracting Officers navigate to the TBC tab
  - Search screen to filter and display existing packages
  - Create option for pre-solicitation packages
  - Pre-Award packages will be continued from approved Pre-Solicitation packages
- Selecting a new or existing package displays a separate screen
  - Workflow is controlled by the TBC status
  - Changing the status to “Submitted” adds it to the TBC Agent Queue

KO Home

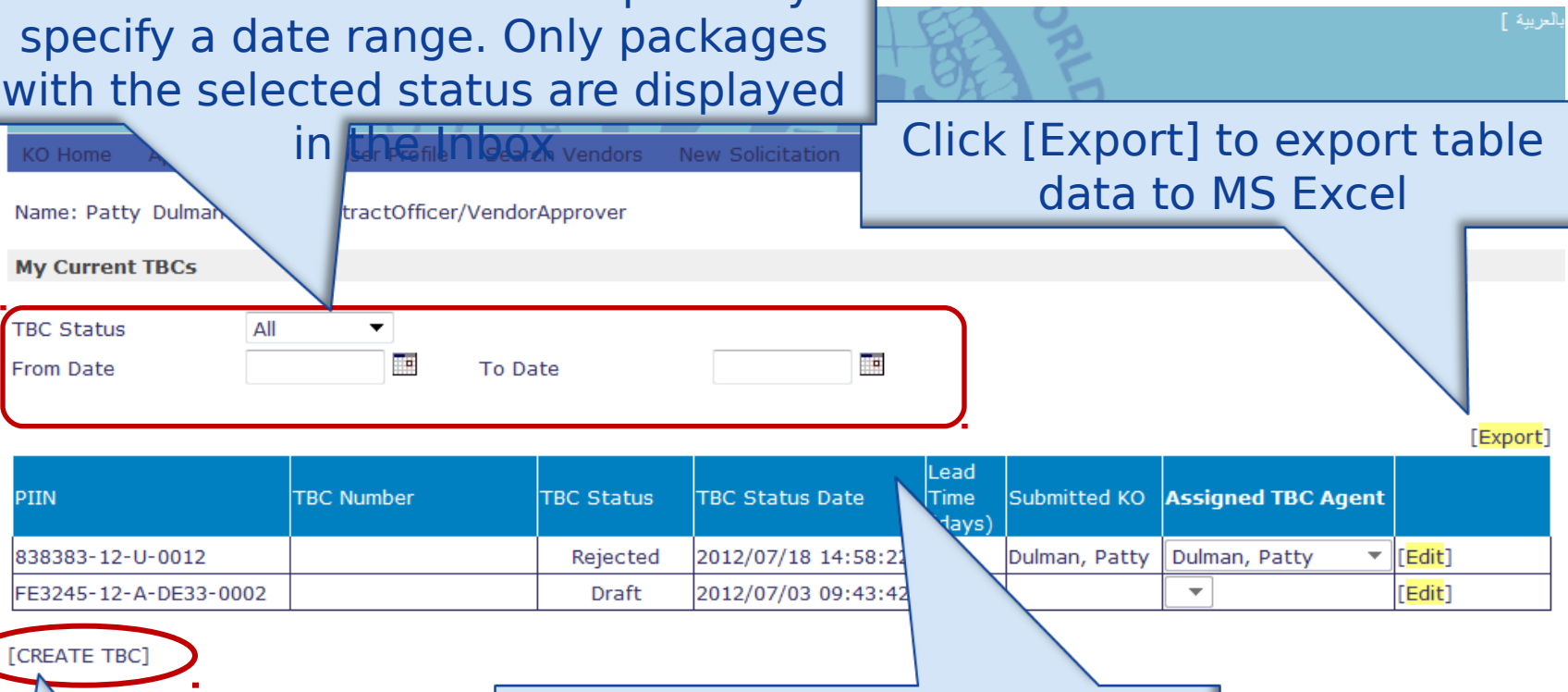


KO logs in to JCCS and selects "TBC" tab

View All Packages in your Inbox

Select a status code and optionally specify a date range. Only packages with the selected status are displayed in the Inbox

Click [Export] to export table data to MS Excel



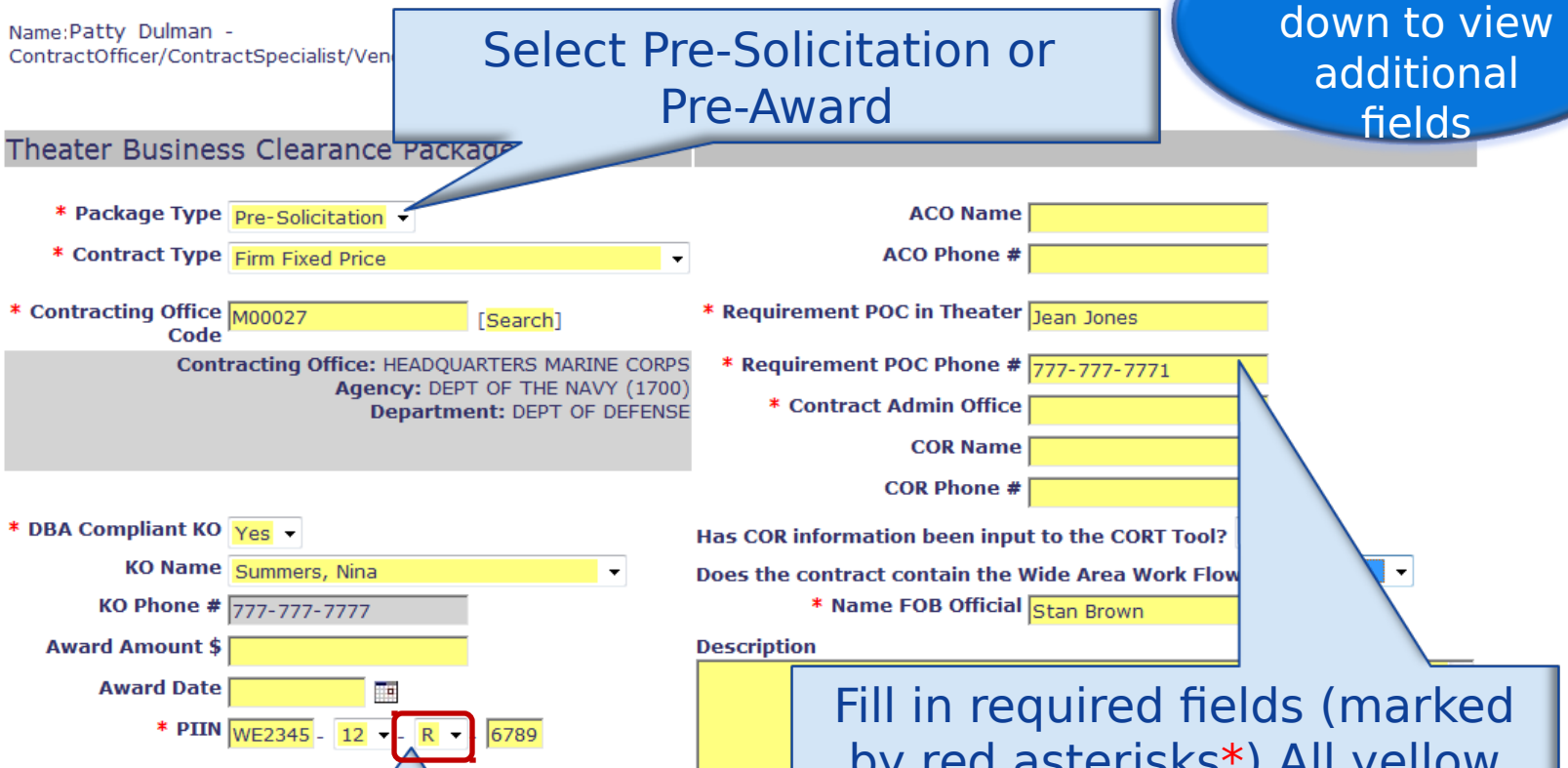
Click [Create TBC]

Click any column heading to sort rows by the data in the column, in descending order. Click again to sort in ascending order.

Package Status Codes

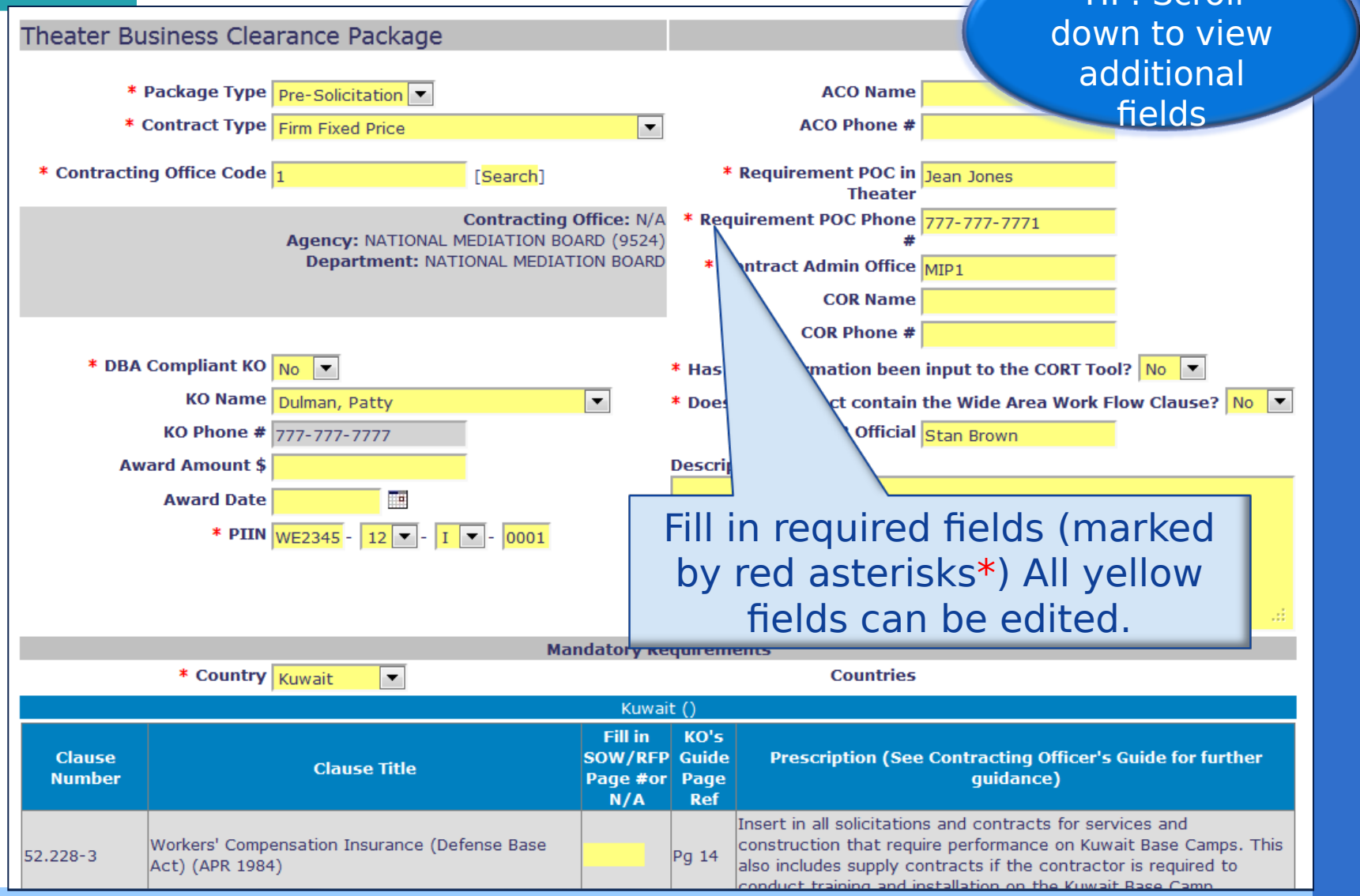
- **Draft** – KO created a package, but has not submitted it to TBC Manager
- **Submitted** – KO filled in package data and submitted to TBC Manager
- **Approved** – TBC Agent approved the package. KO can release the solicitation or award the contract.
  - A TBC number is automatically assigned to an approved pre-award package
- **Rejected** – TBC Agent rejected the package. KO views the package details to read rejection code and comments. Package must be corrected and resubmitted.

Complete Package Details

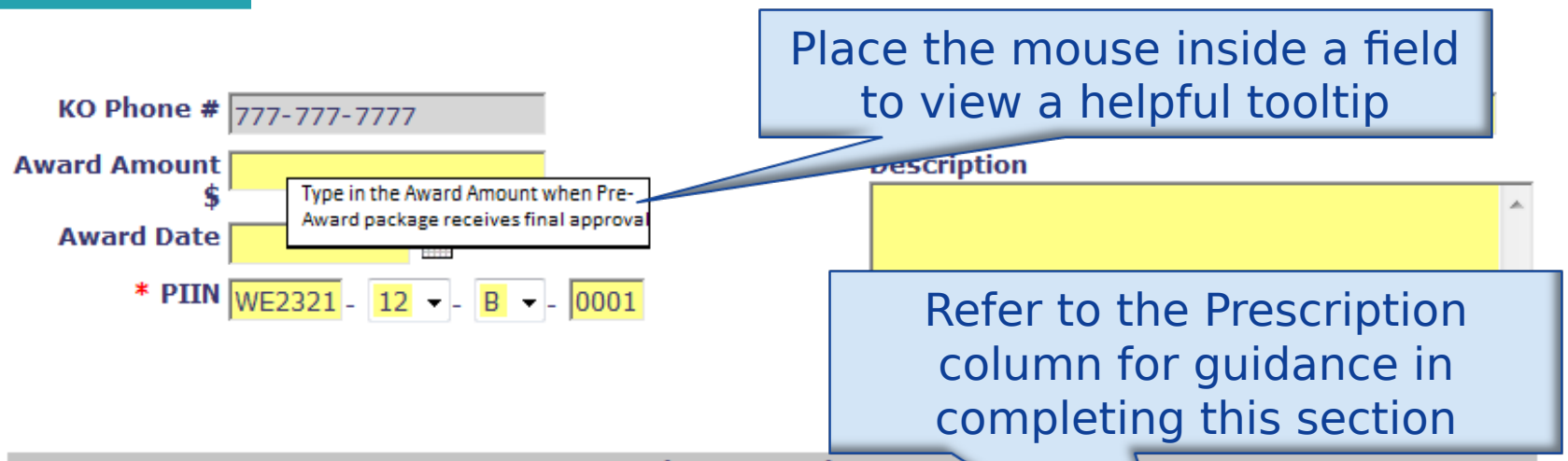


Complete Package Details

TIP: Scroll down to view additional fields


Theater Business Clearance Package
* Package Type Pre-Solicitation
* Contract Type Firm Fixed Price
* Contracting Office Code 1 [Search]
Contracting Office: N/A
Agency: NATIONAL MEDIATION BOARD (9524)
Department: NATIONAL MEDIATION BOARD
* DBA Compliant KO No
KO Name Dulman, Patty
KO Phone # 777-777-7777
Award Amount $
Award Date
* PIIN WE2345 - 12 - I - 0001
ACO Name
ACO Phone #
* Requirement POC in Theater Jean Jones
* Requirement POC Phone # 777-777-7771
* ntract Admin Office MIP1
COR Name
COR Phone #
* Has mation been input to the CORT Tool? No
* Does ct contain the Wide Area Work Flow Clause? No
Official Stan Brown
Descri
Fill in required fields (marked by red asterisks*) All yellow fields can be edited.
Mandatory Requirements
* Country Kuwait
Countries
Kuwait ()
Clause Number
Clause Title
Fill in SOW/RFP Page #or N/A
KO's Guide Page Ref
Prescription (See Contracting Officer's Guide for further guidance)
52.228-3
Workers' Compensation Insurance (Defense Base Act) (APR 1984)
Pg 14
Insert in all solicitations and contracts for services and construction that require performance on Kuwait Base Camps. This also includes supply contracts if the contractor is required to conduct training and installation on the Kuwait Base Camp

Onscreen Help


KO Phone # 777-777-7777
Award Amount $
Award Date
* PIIN WE2321 - 12 - B - 0001
Type in the Award Amount when Pre-Award package receives final approval
Place the mouse inside a field to view a helpful tooltip
Refer to the Prescription column for guidance in completing this section

Mandatory Requirements

* Country: Kuwait

Kuwait ()

Clause Number	Clause Title	Fill in SOW/RFP Page #or N/A	KO's Guide Page Ref	Prescription (See Contracting Officer's Guide for further guidance)
52.228-3	Workers' Compensation Insurance (Defense Base Act) (APR 1984)		Pg 14	Insert in all solicitations and contracts for services and construction that require performance on Kuwait Base Camps. This also includes supply contracts if the contractor is required to conduct training and installation on the Kuwait

Edit SOW/Page References

Mandatory Requirements

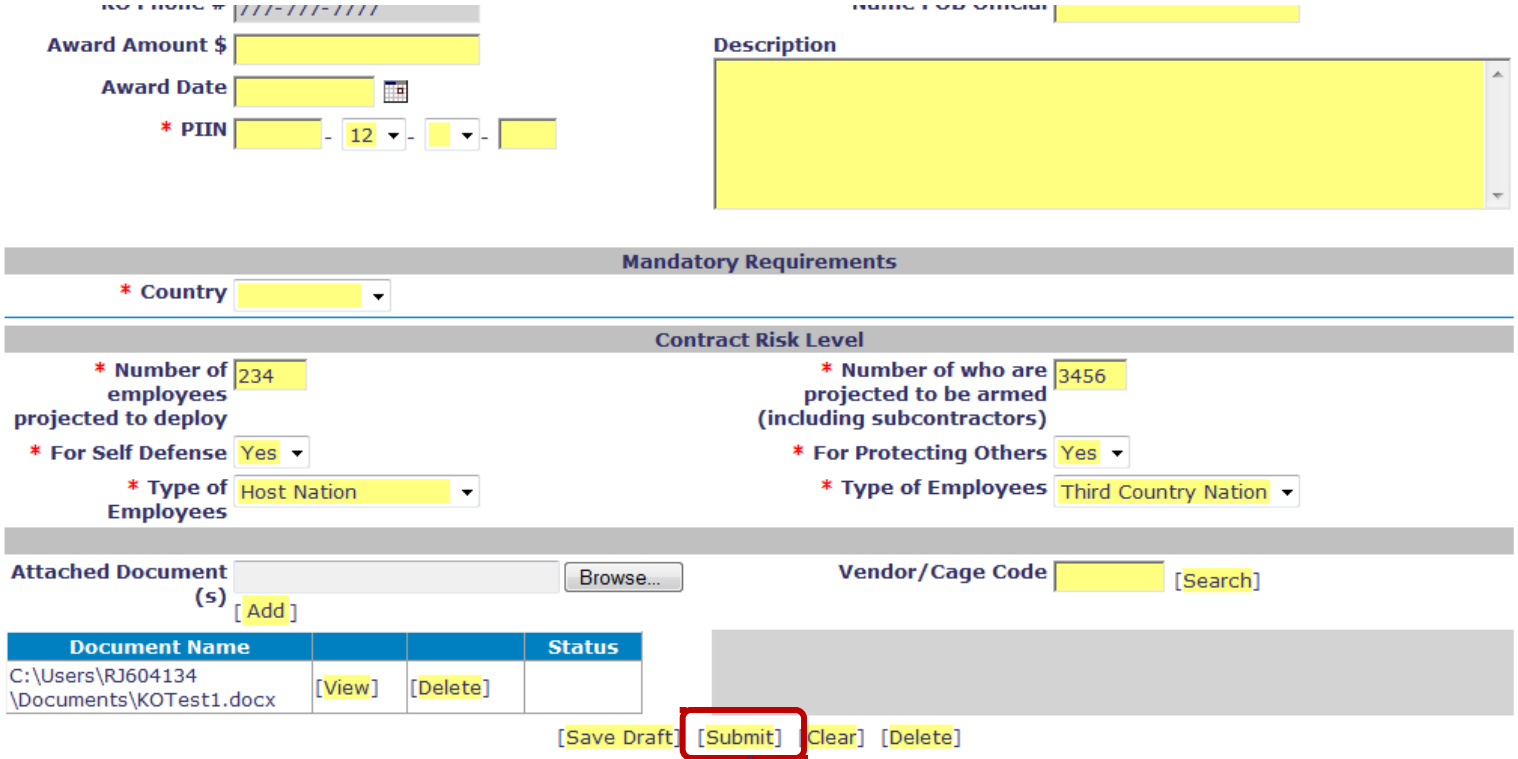
Country: Afghanistan

Afghanistan ()

Clause Number	Clause Title	Fill in SOW/RFP Page #or N/A	KO's Page Ref	Prescription (See Contracting Officer's Guide for further guidance)
52.228-3	Workers' Compensation Insurance (Defense Base Act) (APR 1984)	N/A	Pg 5	Insert in all solicitations and contracts for service or construction with performance in Afghanistan.
252.225-7039	Contractors Performing Private Security Functions (AUG 2011)	N/A	Pg 5	Insert in all solicitations and contracts for service or construction with performance in Afghanistan. The requirements of this clause apply to contractors in areas of contingency operations whether the contract is for the performance of private security functions or services, to include construction.
252.225-7040	Contractor Personnel Authorized to Accompany U.S. Forces Deployed Outside the U.S. (JUN 2011)	N/A	Pg 8	This clause applies to contractor personnel who are authorized to accompany and support the US Armed Forces in Afghanistan. Ensure you read the Table for supplemental information required in SOW.
225.225-7993	Prohibition on Contracting with the Enemy in the United States Central Command Theater of Operations (DEVIATION 2012-O0005) (JAN 2012)	N/A	Pg 18	Required in all solicitations and contracts with an estimated value of more than $100,000 that are being, or will be, performed in the U.S. Central Command theater of operations.
252.225-7994	Additional Access to Contractor and Subcontractor Records in the United States Central Command Theater of Operations (DEVIATION 2012-O0005) (JAN 2012)	N/A	Pg 19	Required in all solicitations and contracts with an estimated value of more than $100,000 that are being, or will be, performed in the U.S. Central Command theater of operations.
252.225-7995	Contractor Personnel Performing in the United States Central Command Area of Responsibility (Deviation 2011-O0004) (APR 2011)	N/A	Pg 19	Required for all contracts >$30,000 that do not incorporate DFARS 252.225-7040. This includes contracts that are not in direct support of the US Armed Forces, e.g. reconstruction projects and services in support of Afghani Govt forces.
252.225-7997	Additional Requirements and Responsibilities Relating to Alleged Crimes by or Against Contractor Personnel in Iraq or Afghanistan (Deviation) (AUG 2010)	N/A	Pg 24	Insert in all solicitations/contracts for services or construction when contractor employees will spend more than 30 days in Afghanistan.

SOW/RFP Page # column can be edited

Submit Completed Package



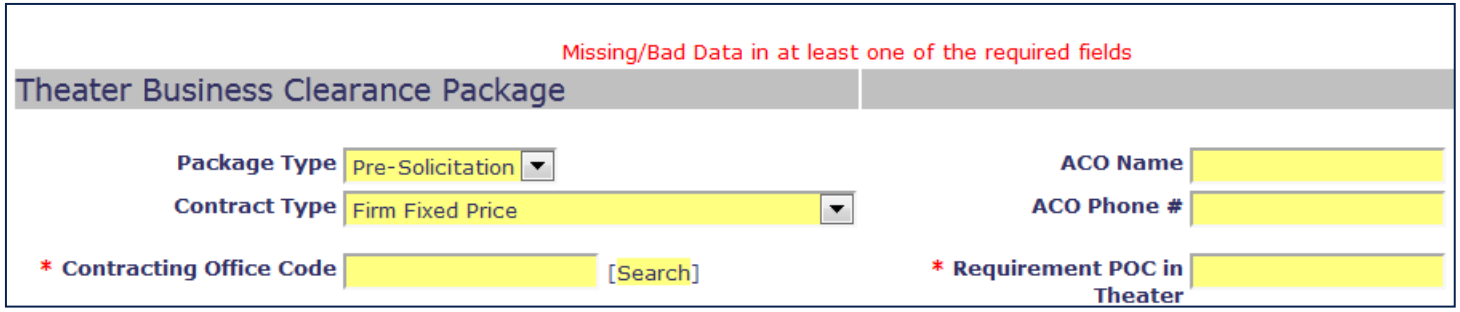
Click [Submit] when the package is ready for review and approval

Package Screen Options

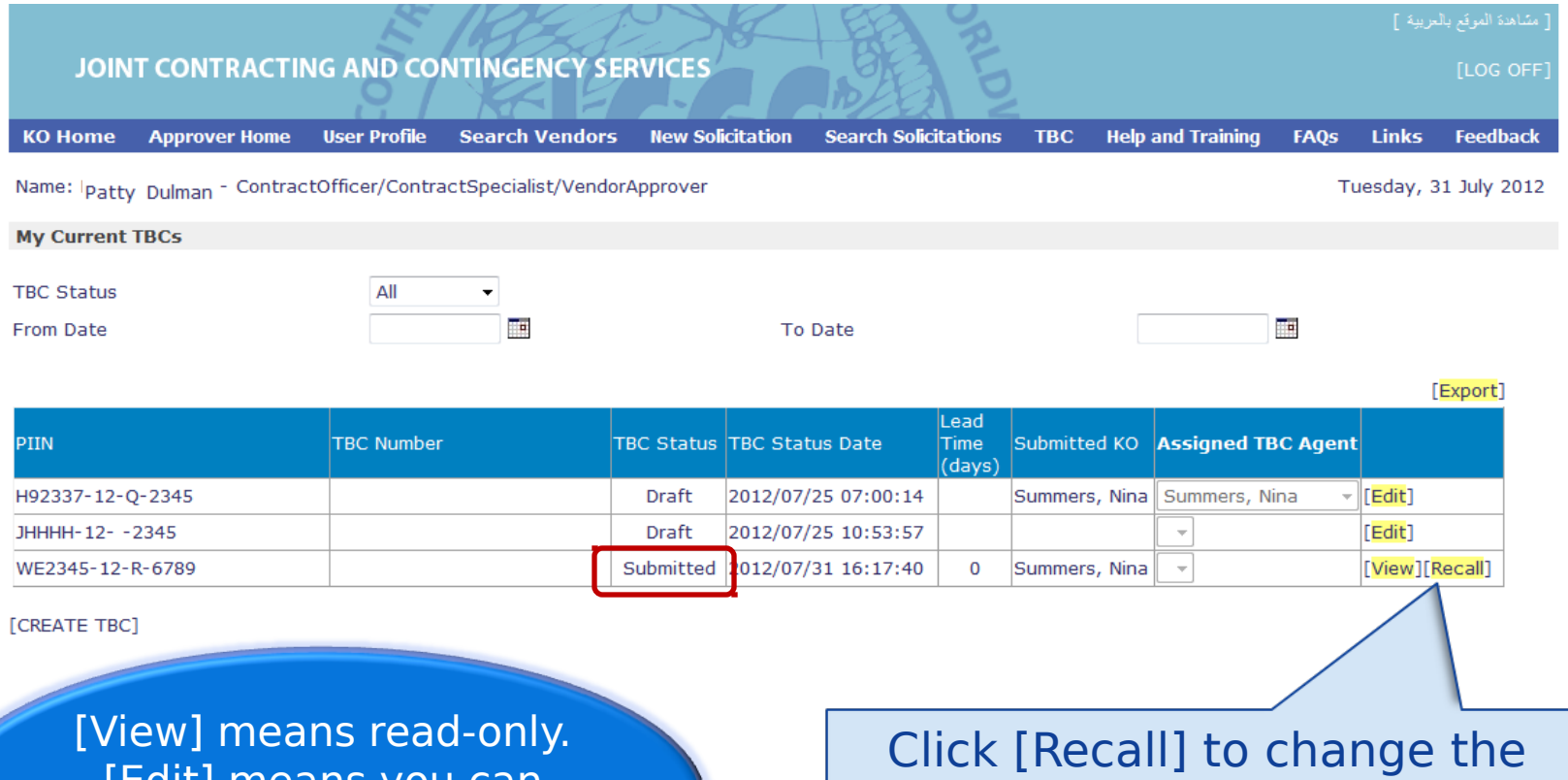
- **Save Draft** – Saves package data for future editing
- **Submit** – Saves changes and sends package to TBC Manager's Inbox
- **Clear** – Clears all data entries so you can start over
- **Delete** – Deletes the entire package

JCCS Validates Submitted Data

- If validated, the package status changes to “Submitted” and it goes to the TBC Manager’s Inbox
- If validation fails, a message is displayed at the top of the package screen; KO makes corrections and re-submits



Submitted Package in KO's Inbox



[View] means read-only. [Edit] means you can edit some of the package details.

Click [Recall] to change the status back to "Draft" and allow you to edit the package

TBC Manager Receives Submitted Package

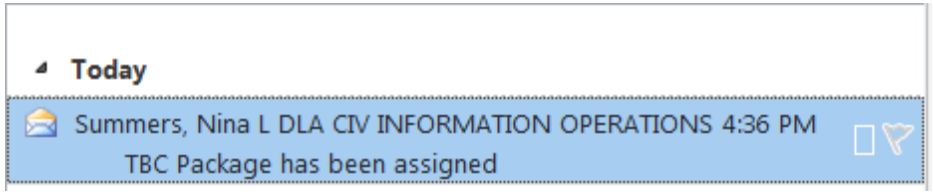
JOINT CONTRACTING AND CONTINGENCY SERVICES
[LOG OFF]
TBC Home
Search Solicitations
Name: Nina Summers - TBCManager
Tuesday, 31 July 2012
My Current TBCs
TBC Status
All
From Date
[Export]
PIIN
KO
Assigned TBC Agent
WE2345-12-R-6789 Submitted 2012/07/31 16:17:40 0 Summers, Nina [Edit]
H92237-12- -1234 AAA-H92237-12-0003 Approved 2012/07/27 11:54:25 1 Schmidt, Lorrie Wiggins, Collista [View]
H92237-12-A-1234 AAA-H92237-12-0002 Approved 2012/07/27 10:35:50 0 townley, JoAnn Patel, Mihir [View]
H92237-12-A-1234-5678 Submitted 2012/07/27 08:30:30 4 Francom, Krista Patel, Mihir [View]
H92237-12- -1234 Submitted 2012/07/26 16:02:02 5 Jehle, Amy Wiggins, Collista [View]
H92237-12-A-1234-5678 Submitted 2012/07/26 12:41:03 5 Whitley, Albert Vonhollen, Harvey [View]

TBC Manager has the option to work the Pre-Solicitation or assign to a TBC Agent

Leave blank if TBC Manager assigns package to self, or…

…Assign package to TBC Agent

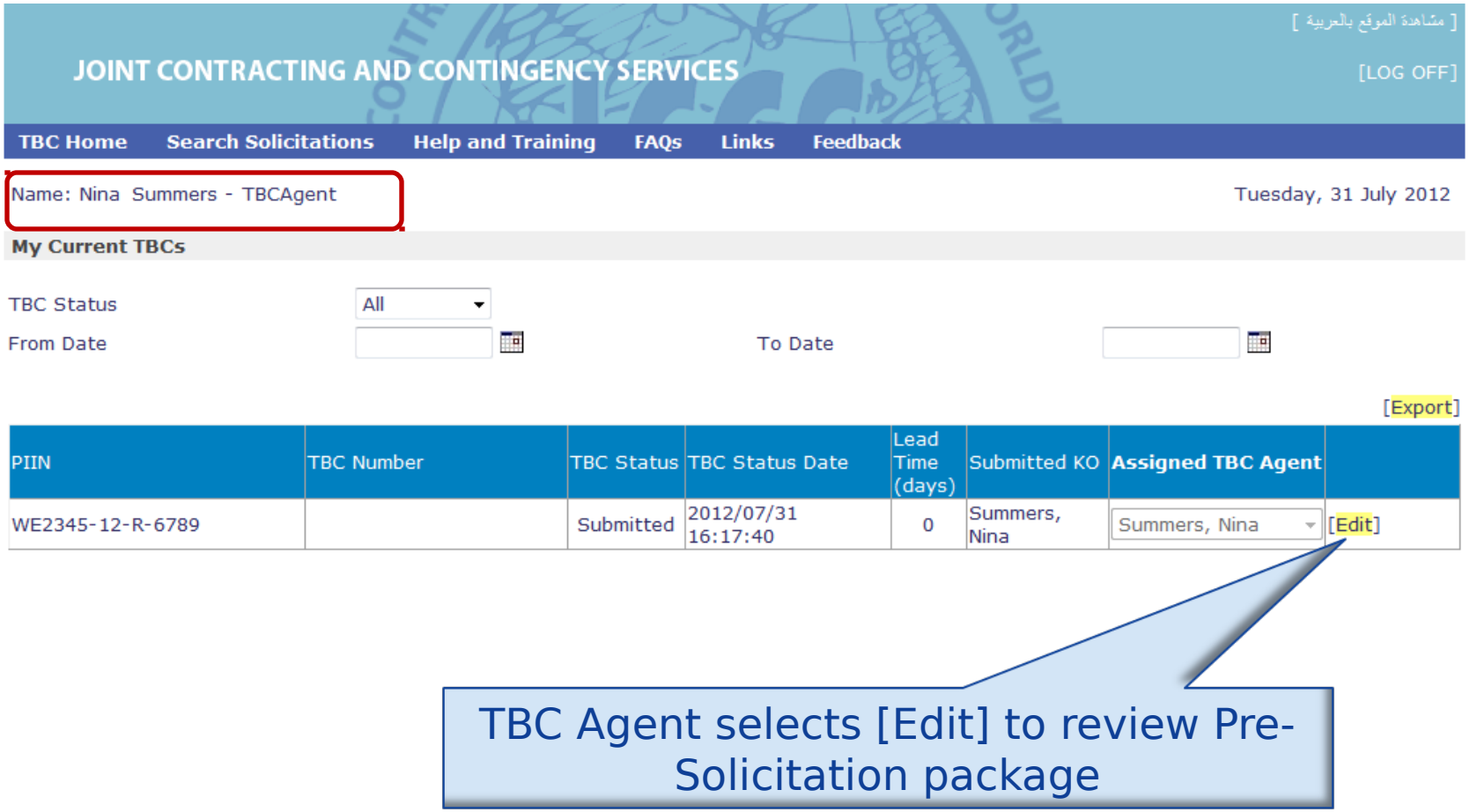
Package Assignment Emailed to TBC Agent



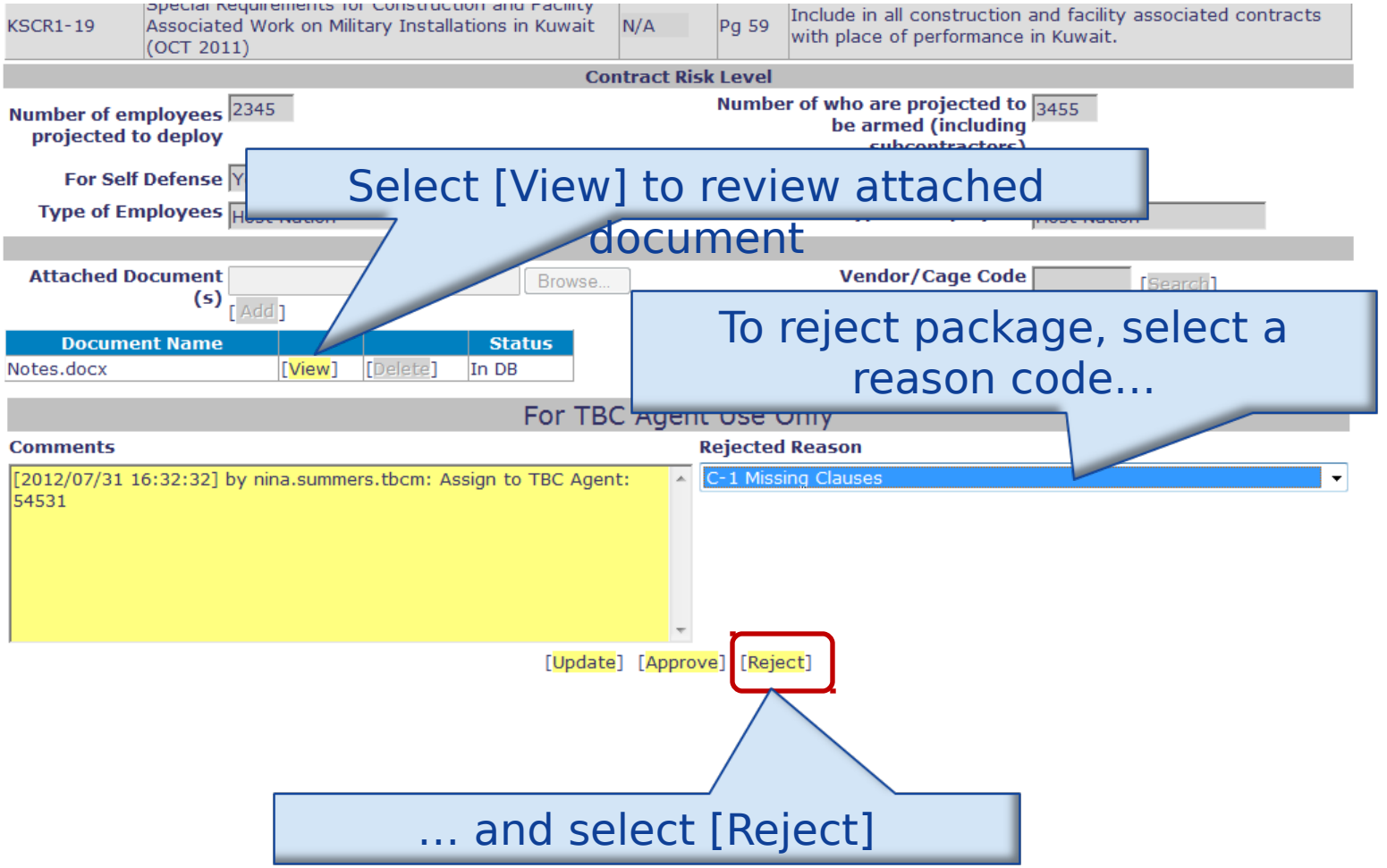
From: jccs.support@dla.mil [mailto:jccs.support@dla.mil]
Sent: Tuesday, July 31, 2012 4:33 PM
To: Summers, Nina L DLA CIV INFORMATION OPERATIONS
Subject: TBC Package has been assigned

TBC Manager: xxx, phone: yyy Package Type: Pre-Solicitation

Assigned Package Goes to TBC Agent's Inbox

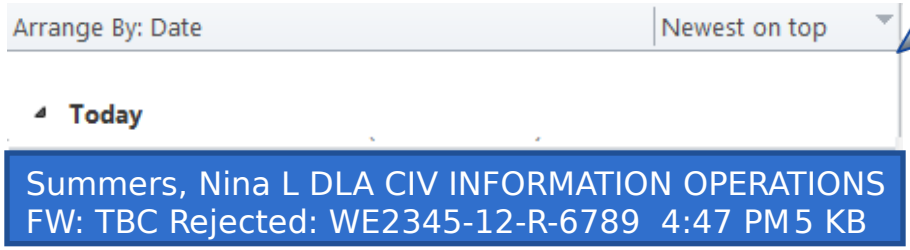


TBC Agent Rejects Package



KO Receives Rejected Notification

KO receive email notification of Rejected Pre-Solicitation package.


Arrange By: Date
Newest on top
Today
Summers, Nina L DLA CIV INFORMATION OPERATIONS
FW: TBC Rejected: WE2345-12-R-6789 4:47 PM 5 KB

Sent: Tuesday, July 30, 2012 4:47 PM
To: Summers, Nina L DLA CIV INFORMATION OPERATIONS
Subject: TBC Rejected: WE2345-12-R-6789

Package Type: Pre-Solicitation TBC Comments: [2012/07/30 16:47:53] by nina.summers.tbc: Rejected

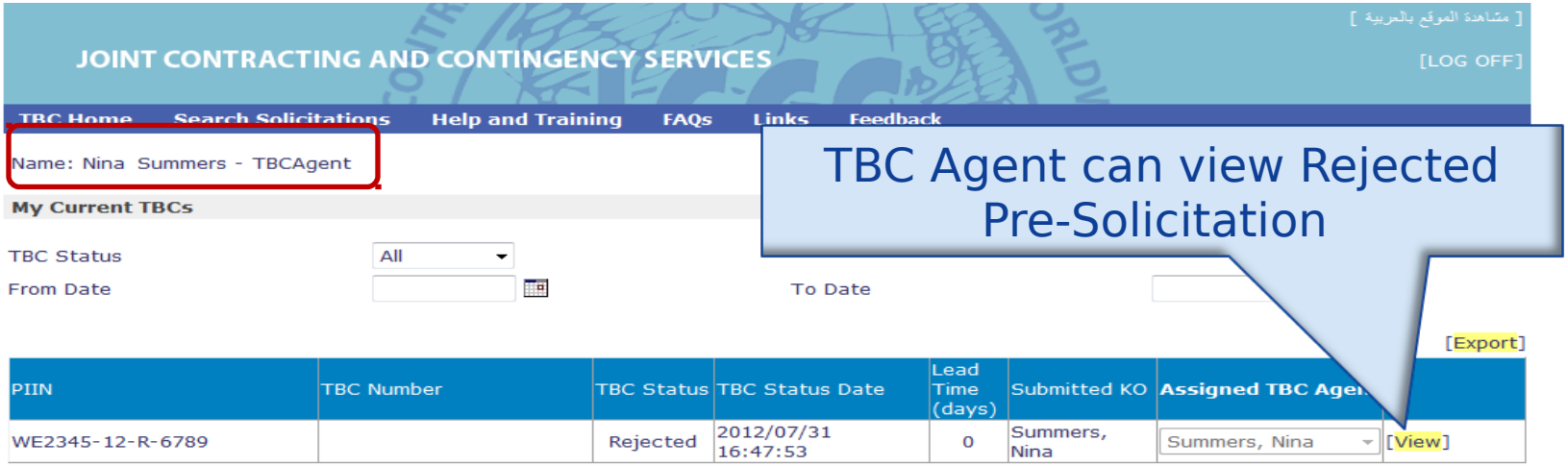
Rejected Packages – Email Sent to KO

From: ABC Organization
To: Black, Joe
Cc:
Subject: Disapproved TBC Request (UNCLASSIFIED)

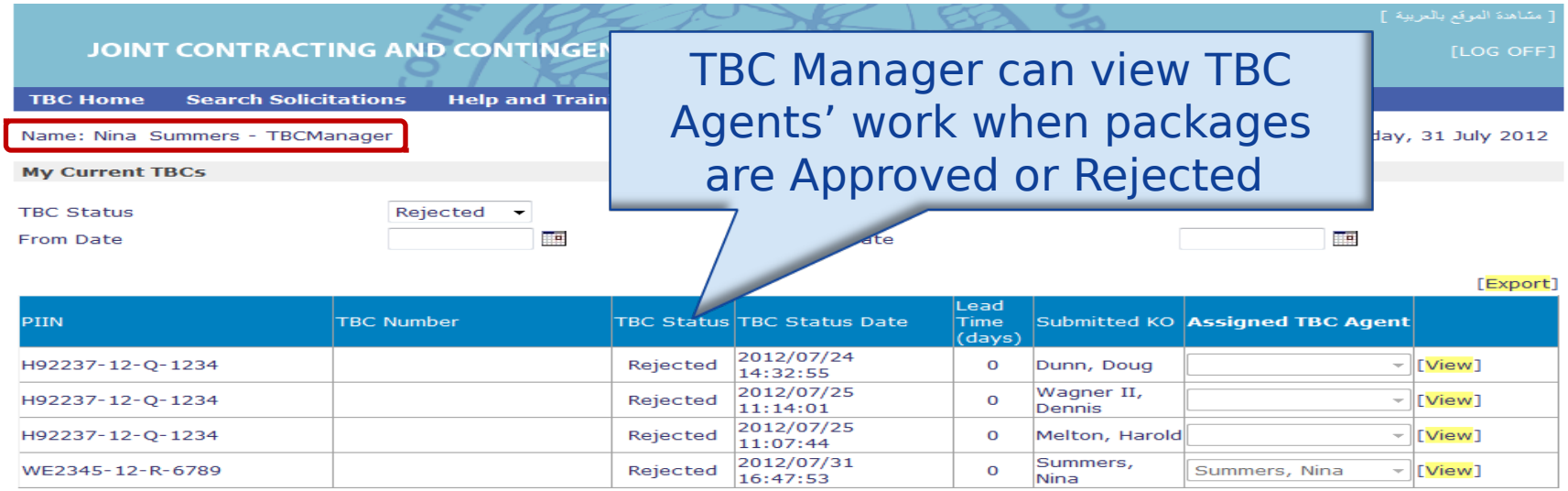
Mr Black,
1. Your TBC request is returned for the following reasons:
a. You failed to provide any data in the embedded spreadsheet. We must have this info to condu
b. You have included many outdated mandatory clauses that must be replaced with current versi
- 952.225-0003
- 952.225-0004
- 952.225-0009
c. You have omitted several clauses that are mandatory and must be included in FULL TEXT:
- DFARS 252.225-7039
- DFARS 252.225-7040
- DFARS 252.225-7993
- DFARS 252.225-7994
- DFARS 252.225-7995
- DFARS 252.225-7997
- Clause 952.225-0011 to include identifying specific areas of support.
d. You must provide complete contact info on the POC for Row 9, TBC Request form.
e. You must provide a POC for Row 10, TBC Request form. If "N/A", you must provide justification why Life Support such as billeting and dining is not required.
f. You should not use two different TBC forms. The embedded spreadsheet can be completed by double-clicking the YELLOW block of the TBC Request & Tracker form. You only need to complete the "Initial TBC " tab. The data will automatically embed into the other two tabs that are write protected.
2. I have attached the current CO Guide for your use to copy and paste the appropriate clauses into your solicitation. If you have any questions let me know. Once you complete the above items, return the entire package and we will expedite our review.
V/r,
HMV
Harvey M. Von Hollen
CJTSCC Stateside
TBC Program Manager
NH-04 (GS-15)
(210) 221-1100

The email explains the reasons for the rejection and required actions. TBC requestor's original documents are also returned as attachments.

Reviewing Packages



TBC Agent can view Rejected Pre-Solicitation



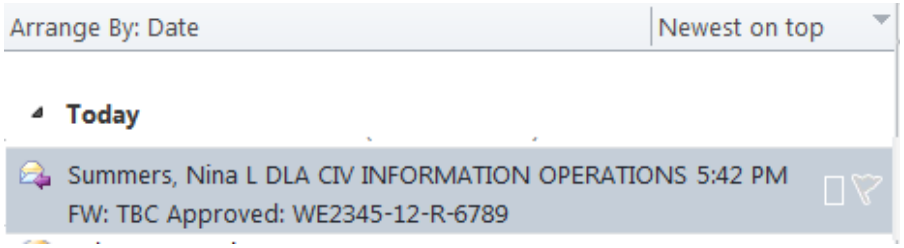
TBC Manager can view TBC Agents' work when packages are Approved or Rejected

KO Review and Submit Package

- KO edits package and submits the package
- TBC Agent review and approves Pre-Solicitation Package
- KO receive email notification of approved Pre-Solicitation Package.

KO Receives Approval Notification

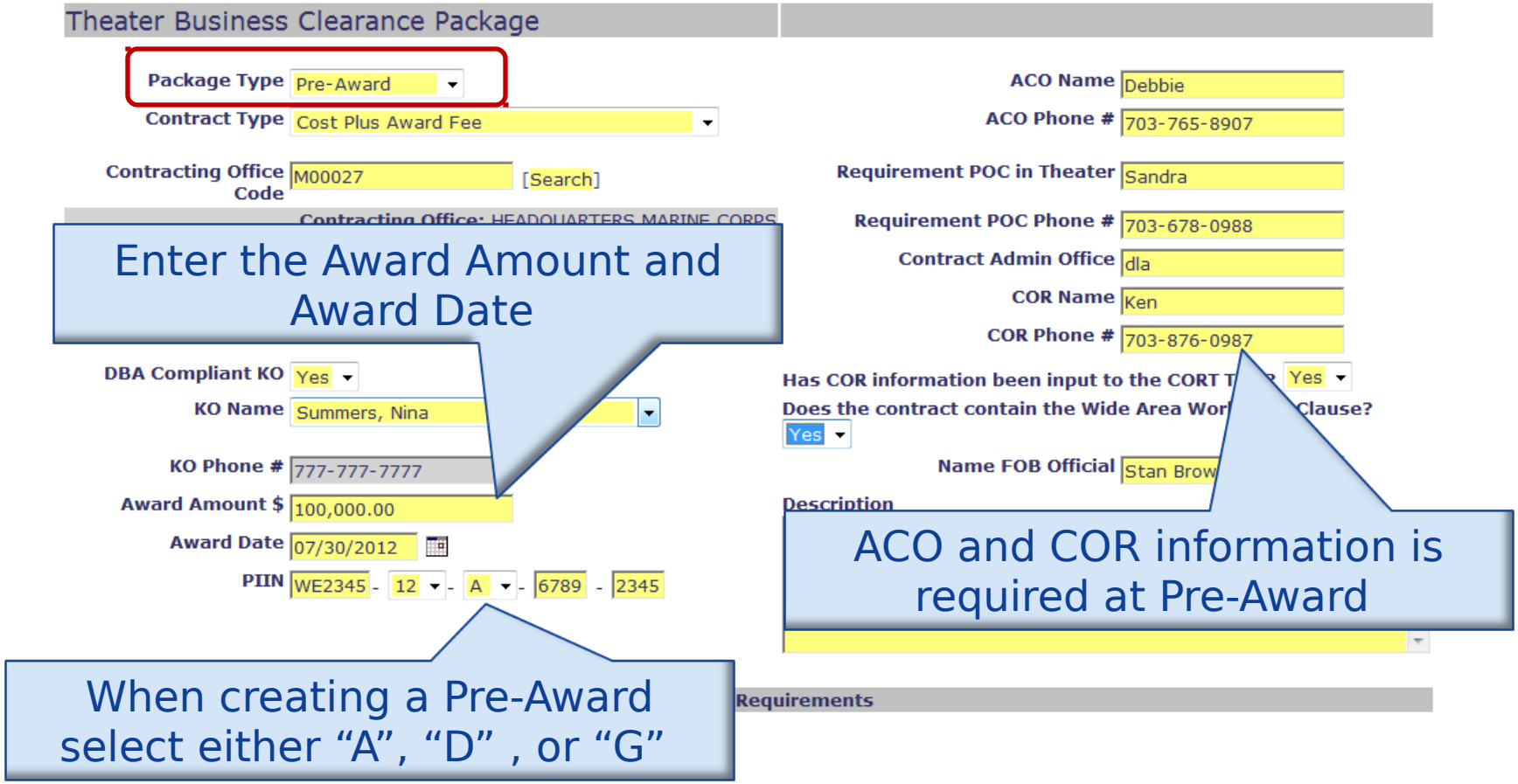
TBC Agent approves the package, email notification is sent to the KO.



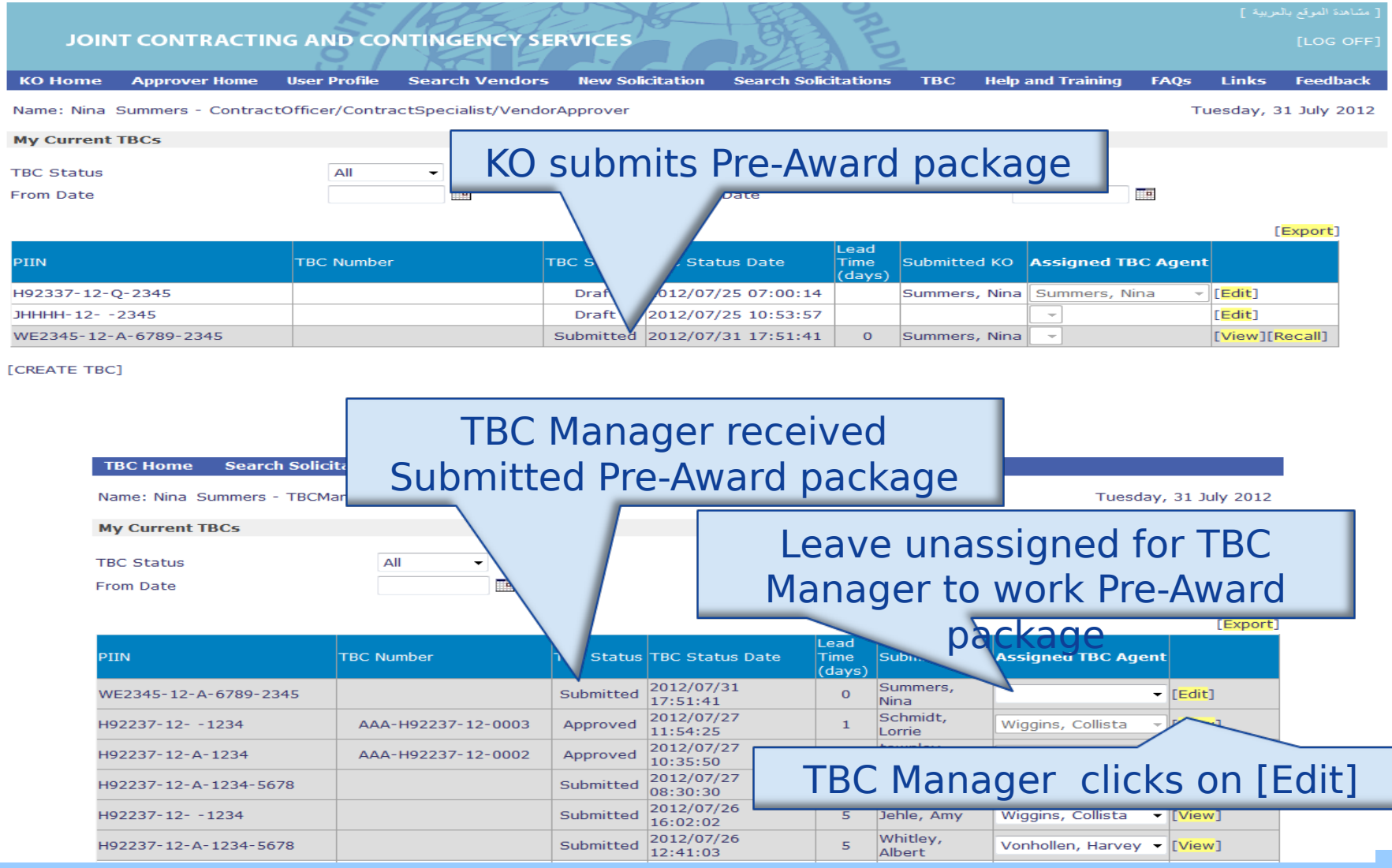
Sent: Thursday, July 30, 2012 5:06 PM
To: Summers, Nina L DLA CIV INFORMATION OPERATIONS
Subject: TBC Approved: WE2345-12-R-6789

Package Type: Pre-Solicitation TBC Comments: [2012/07/30 17:06:39] by nina.summers.tbc: Approved

KO Edits Pre-Award Package


Theater Business Clearance Package
Package Type Pre-Award
Contract Type Cost Plus Award Fee
Contracting Office Code M00027 [Search]
Contracting Office: HEADQUARTERS MARINE CORPS
DBA Compliant KO Yes
KO Name Summers, Nina
KO Phone # 777-777-7777
Award Amount $ 100,000.00
Award Date 07/30/2012
PIIN WE2345 - 12 - A - 6789 - 2345
ACO Name Debbie
ACO Phone # 703-765-8907
Requirement POC in Theater Sandra
Requirement POC Phone # 703-678-0988
Contract Admin Office dla
COR Name Ken
COR Phone # 703-876-0987
Has COR information been input to the CORT T Yes
Does the contract contain the Wide Area Wor Clause?
Yes
Name FOB Official Stan Brow
Description
Requirements
Enter the Award Amount and Award Date
ACO and COR information is required at Pre-Award
When creating a Pre-Award select either “A”, “D” , or “G”

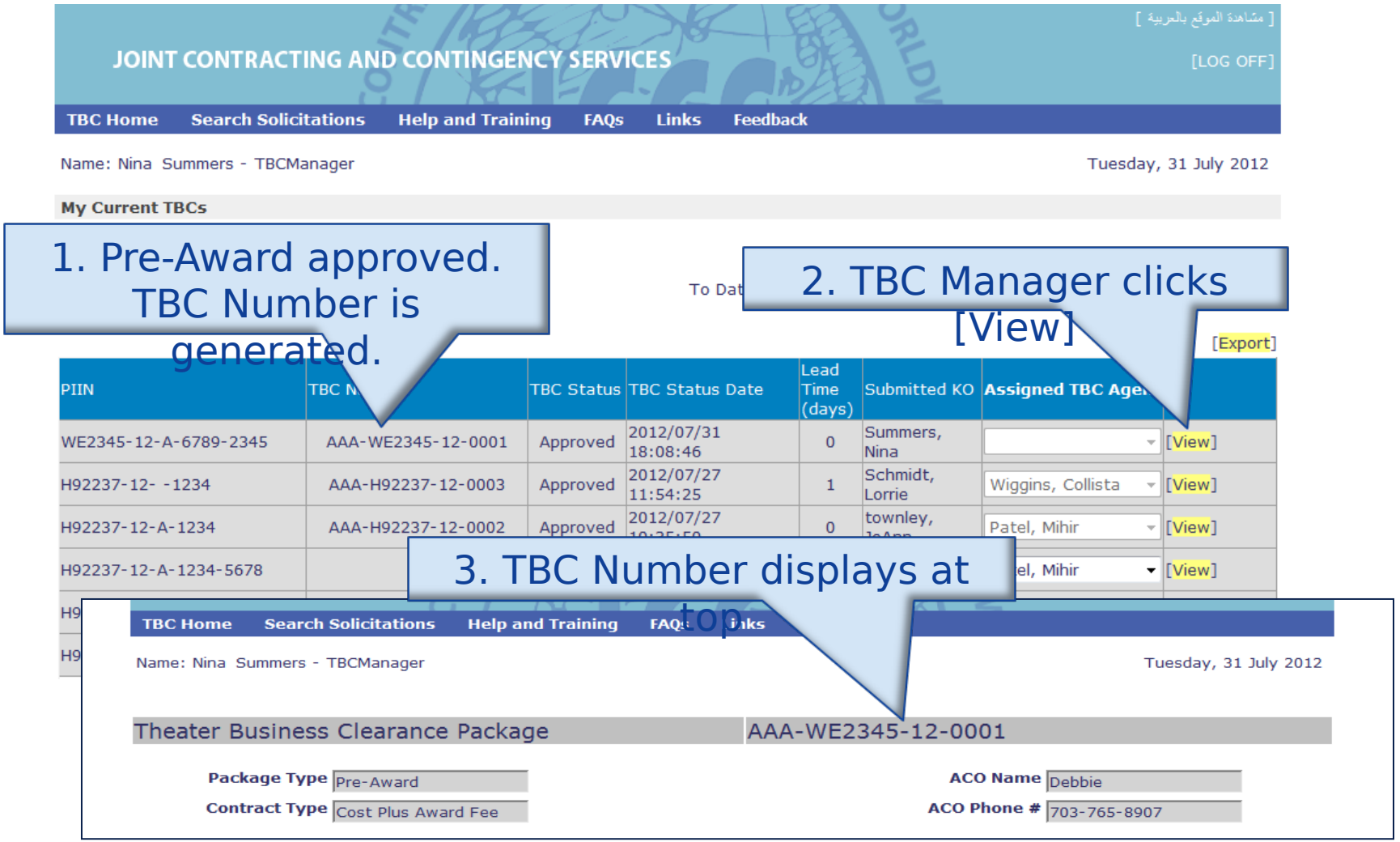
Processing a Pre-Award Package



TBC Manager Reviews and Approves

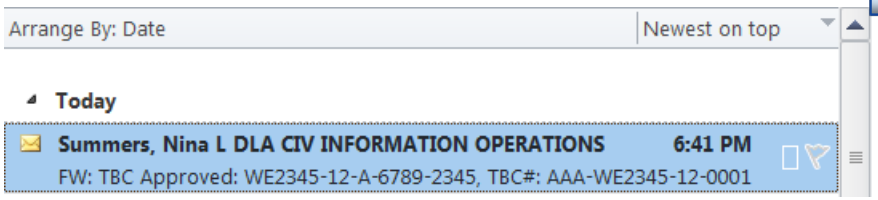
- TBC Manager review and approve package
- TBC Manager click on [View] to review approved Pre-Award Package with assigned TBC Number
- Email notification is sent to the KO of Approved TBC Pre-Award package along with TBC number

TBC Number Added to Approved Package



Approval Notification with TBC Number Sent

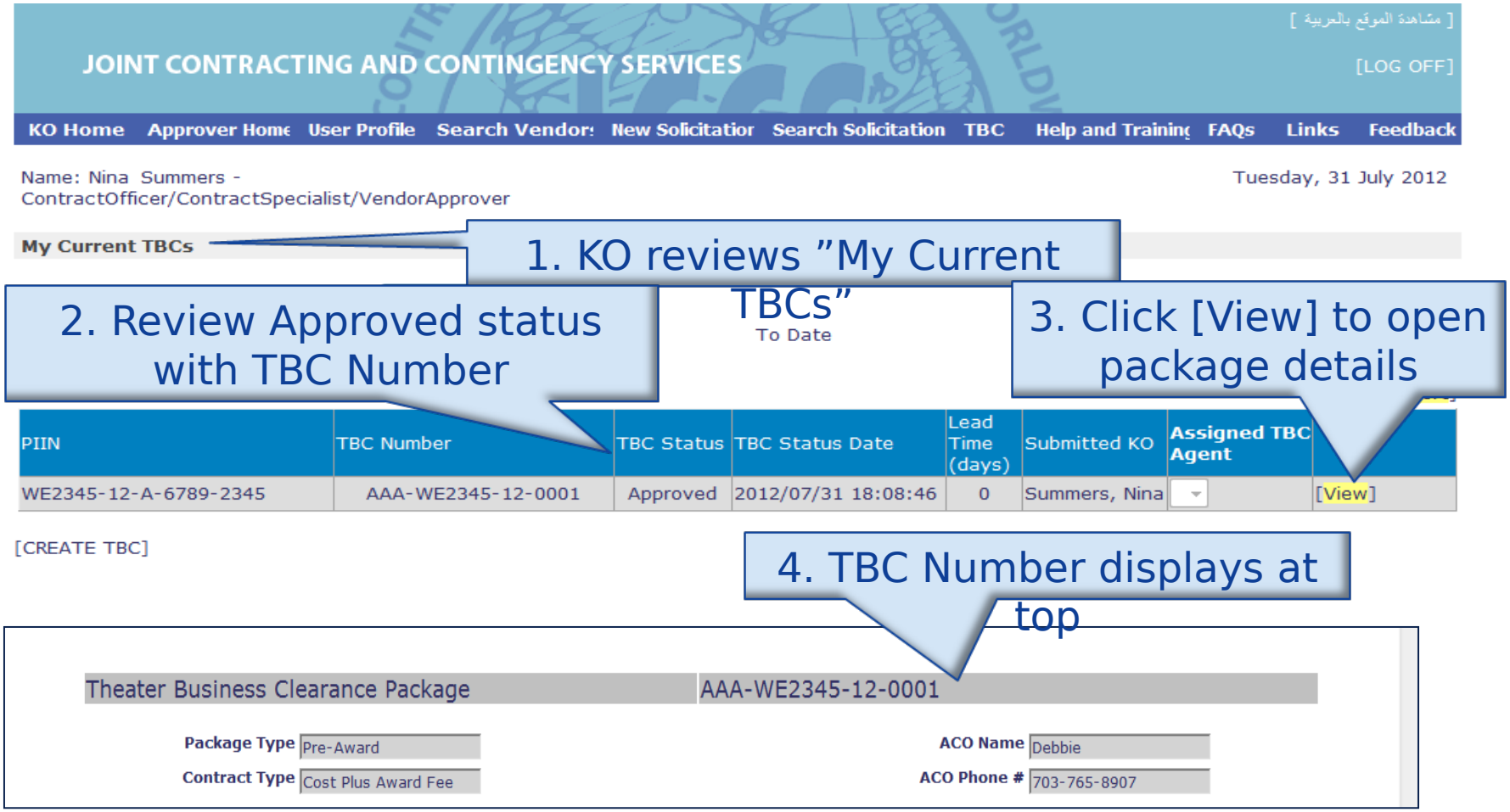
When Pre-Award package is approved, TBC Number is automatically assigned and displayed in email


Arrange By: Date
Newest on top
Today
Summers, Nina L DLA CIV INFORMATION OPERATIONS 6:41 PM
FW: TBC Approved: WE2345-12-A-6789-2345, TBC#: AAA-WE2345-12-0001

Sent: Tuesday, July 31, 2012 6:09 PM
To: Summers, Nina L DLA CIV INFORMATION OPERATIONS
Subject: TBC Approved: WE2345-12-A-6789-2345, TBC#: AAA-WE2345-12-0001

Package Type: Pre-Award TBC Comments: [2012/07/31 17:31:44] by nina.summers.tbcm: Assign to TBC Agent: 54531 [2012/07/31 17:31:44] by nina.summers.tbcm: Assign to TBC Agent: 54531 [2012/07/31 17:31:44] by nina.summers.tbcm: Assign to TBC Agent: 54531 [2012/07/31 17:31:44] by nina.summers.tbcm: Assign to TBC Agent: 54531

KO Reviews Approved Package



Help & Support

- Points of Contact
  - JCCS Program Manager

    Martina Johnson

    EMAIL: Martina.Johnson@dla.mil

    COMM: 571-372-3588

    DSN: 312-372-3588
  - CONUS Help Desk

    EMAIL: jccs.support@dla.mil

    DSN (1): 312-372-3596

    DSN (2): 312-372-3593
  - CJTSCC TBC Program Manager

    Harvey M. Von Hollen

    EMAIL: harvey.m.vonhollen.civ@mail.mil

    DSN: 471-1190

    COMM: (210) 221-1190